

# School Business Manager



## Person Specification

Essential	Desirable
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Detailed knowledge of financial management</li> <li>Knowledge of premises management, contract management and HR procedures</li> <li>Knowledge of child protection procedures and a commitment to safeguarding pupils</li> <li>Knowledge of Health &amp; Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of employment legislation</li> <li>Knowledge of procurement procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of managing/supervising staff</li> <li>Financial management experience</li> <li>Administrative experience</li> <li>Experience of data inputting systems</li> </ul>	<ul style="list-style-type: none"> <li>Contract management experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Good ICT skills</li> <li>Ability to manage the school budget on both a strategic and day to day level</li> <li>Ability to lead and motivate a team</li> <li>Analytical skills</li> <li>Negotiating skills</li> <li>Report writing skills</li> <li>Ability to make decisions</li> <li>Attention to detail, neatness and accuracy</li> <li>Good organisational and time management skills</li> <li>Ability to work as part of a team</li> <li>Flexible and committed</li> <li>Confidentiality</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Certificate of School Business Management or equivalent business/administration qualification</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to Continual Professional Development</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	